



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

From: Deputy Chief of Naval Operations (Manpower and Personnel)  
To: CAPT Edmond C. Caviness II, USN, 6110

Subj: PRECEPT CONVENING A SELECTION BOARD TO CONSIDER  
APPLICANTS FOR PARTICIPATION IN THE FY-04 ACTIVE LIMITED  
DUTY OFFICER AND CHIEF WARRANT OFFICER IN-SERVICE  
PROCUREMENT PROGRAMS

Encl: (1) Board's Membership  
(2) Selection Board Guidance  
(3) Quota Letter

1. Membership, Date, Location, and Function

a. The selection board, consisting of you as president and the officers listed in enclosure (1) is ordered to convene at Navy Personnel Command, Millington, TN, at 0800, 13 January 2003, or as soon as practicable thereafter. The function of the board is to recommend Regular Navy and Training and Administration of the Reserves (TAR) applicants for participation in the FY-03 Active Limited Duty Officer and Chief Warrant Officer In-service Procurement Programs. The records and names of all eligible applicants, determined as of the date the board convenes, will be furnished to the board.

b. The board shall proceed in accordance with guidance provided in enclosure (2).

2. Authorized Selections. The number of applicants that may be selected in each category is listed in enclosure (3).

3. Confidentiality. Unless expressly authorized or required by higher authority or myself, neither you nor any member of the board or administrative staff may disclose the proceedings, deliberations, or recommendations of the selection board. All board members and administrative staff must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.

G. L. HOEWING  
Vice Admiral, U.S. Navy  
Deputy Chief of Naval Operations  
(Manpower and Personnel)